

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Searches Policy
NUMBER: RF-06-07 (Residential Facilities)
APPLICABLE TO: Employees of DJS Owned and Operated Residential Facilities and DJS Transportation Employees
EFFECTIVE DATE: September 27, 2007

Approved: "/s/signature on original copy"
Donald W. DeVore, Secretary

1. **POLICY.** Employees of Department of Juvenile Services (DJS) owned and operated residential facilities, and transportation employees shall conduct searches to maintain the safety and security of youth, employees, visitors and DJS property. Employees shall conduct searches in a professional manner to avoid harassment, indignity, embarrassment and unnecessary force.
2. **AUTHORITY.**
 - a. American Correctional Association, Standards for Juvenile Detention Facilities, 3-JDF-3A-19 through 3-JDF-3A-21.
 - b. Maryland Standards for Juvenile Detention Facilities.
3. **DEFINITIONS.**
 - a. *Contraband* means any material, substance, or other item that is not authorized for employee or youth possession by the Department or is brought into a juvenile facility in a manner prohibited by the Department. Contraband also includes excess quantities of approved items.
 - b. *External search* means a visual search of the individual while fully clothed, or an examination which is conducted without physical contact or is conducted by equipment such as a metal detector.
 - c. *Frisk search* means a search involving the patting down of the individual's body, on top of the individual's outer clothing.
 - d. *Illegal contraband* means any material, substance, or other item that law enforcement would criminally charge an individual for having in their possession.
 - e. *Reasonable Suspicion* means actions, appearances or questionable behavior that would reasonably lead an employee, based upon the circumstances, to suspect contraband may be transported into or within the facility.
 - f. *Strip search* means a search during which individuals are required to remove their clothing. Strip searches are visual; meaning the individual being searched is not touched by the person conducting the search.
 - g. *Visitor* means a person who enters the secure facility for the purpose of visiting a youth or for business-related purposes. Departmental staff not regularly assigned to the secure facility will not be considered visitors.

4. PROCEDURES.

a. General Procedures.

- (1) Searches may be conducted upon entrance to a facility and any time there is reasonable suspicion an individual may be concealing contraband. Factors which may be considered in ascertaining reasonable suspicion shall include, but not be limited to:
 - (i) Apparent nervousness of the individual;
 - (ii) Individual appearing to be under the influence of alcohol or drugs;
 - (iii) Lack of responsiveness by the individual to questions;
 - (iv) Any movement by the individual implying the passage of or attempt to pass contraband, or any apparent attempt to conceal something by the individual;
 - (v) Prior record of finding contraband;
 - (vi) Finding contraband around a youth immediately following contact with a visitor or employee;
 - (vii) Suspicious or erratic behavior of a youth immediately following contact with a visitor or employee;
 - (viii) A youth attempting to pass an item, material or substance to another youth following contact with a visitor or employee;
 - (ix) Drug abuse history of the youth; or
 - (x) Information from an informant, official agency or other source indicating an individual may be concealing or carrying contraband.
- (2) Employees who conduct searches shall have completed the required DJS training as related to searches.
- (3) Searches shall be conducted by employees of the same gender as the individual to be searched.
- (4) Prior to a search, the individual being searched shall be informed of the search procedures and given instructions. Individuals will be given an opportunity in advance of the search to surrender any contraband.
- (5) Searches shall be documented in the appropriate unit log book and/or Command Control Center's log book. If illegal contraband is found, an Incident Reporting Form shall be completed. Logbook entries shall include, but not be limited to the following:
 - (i) Individuals searched;
 - (ii) Location of search;
 - (iii) Names of employees conducting the search;
 - (iv) Time and date the search occurred;
 - (v) Description of any incident related to the search or contraband

- found;
 - (vi) Name of individual(s) that possessed the contraband;
 - (vii) Name and title of individual(s) notified; and
 - (viii) Name and title of individual receiving the contraband.
- (6) Each facility shall have a secure location for storing contraband.
- (7) Employees shall notify the Shift Commander of all confiscated contraband and surrender the contraband to the Shift Commander upon their arrival to the location of the search.

b. Search Requirements.

(1) DJS employees conducting searches.

- (i) Prior to conducting a search, employees shall:
 - (a) Determine the type search necessary;
 - (b) Secure the individual and/or area to be searched to ensure contraband is not transferred to another individual or destroyed during the search;
 - (c) Ensure the individual's reasonable privacy and dignity.
- (ii) When conducting a search, employees shall:
 - (a) Guard against interruptions;
 - (b) If interrupted, resume the search as soon as possible. A completed search should confirm all contraband has been located and removed from the individual and/or area.

(2) Searches of Residential Facilities.

- (i) Each Facility Administrator shall establish a search plan addressing the frequency of area searches, including but not limited to:
 - (a) General areas;
 - (b) Facility perimeter;
 - (c) Housing areas or rooms,
 - (d) Program and non-program buildings and areas;
 - (e) Visiting areas.
- (ii) At the entrance of all State-owned and State operated facilities, a warning notice shall be posted informing individuals who enter the facility that they are subject to a search at any time. A sign shall be posted at the point of entry listing items prohibited from entering the facility.
- (iii) Searches may be conducted of all individuals prior to granting access to the facility. Failure to comply shall result in access to the facility being denied.
- (iv) Any items considered contraband brought to visitation by the youth or visitor shall be confiscated prior to the youth entering the visitation area.

- (v) The visitation area shall be thoroughly searched for contraband before and after visitation. The search shall include but not be limited to bathrooms, furniture, baseboards, door jams and window sills.
- (vi) Visitors entering visitation at secure facilities shall be scanned by use of a metal detector and/or hand held wand.
- (vii) Designated employees shall monitor the parking areas during visitation hours.
- (viii) An area search of the facility's perimeter (fence) shall be conducted at the conclusion of visitation, subsequent to the departure of all visitors.

c. Searches of Youth.

(1) Frisk searches.

- (i) All youth placed in a DJS residential facility are subject to frisk searches at any time.
- (ii) Frisk searches will be performed:
 - (a) Upon a youth's admittance into a facility or program;
 - (b) Upon a youth's movement from any area containing potential weapons and/or contraband, such as the dining room, educational area, and/or recreational areas;
 - (c) Before and after visitation;
 - (d) Before placing a youth in seclusion;
 - (e) After off grounds activities; and
 - (f) Prior to the youth exiting their room for a room search.
- (iii) When an employee of the same gender as the youth being searched is not available, the youth shall be kept under constant visual supervision until a same gender employee is available to perform the search.

(2) Strip searches.

- (i) Strip searches shall be conducted whenever a youth is admitted to a facility and after visitation.
- (ii) When contraband is suspected, a reasonable effort shall be made to obtain the youth's cooperation in voluntarily surrendering the suspected contraband to employees.
- (iii) Strip searches shall be conducted by employees of the same gender as the youth being searched.
- (iv) Employee(s) of the same gender as the youth shall accompany the youth to an area where privacy can be ensured.
- (v) Employees of the opposite gender of the youth shall not be present or witness the strip search.
- (vi) Youth shall remove all articles of clothing and give them to the employee conducting the search for inspection.

- (vii) While the youth is disrobed, the employee shall conduct a visual examination of the youth's anatomy, which may include head, hair, mouth, torso, pelvic area, legs and feet.
- (viii) To ensure contraband is not hidden, youth shall be requested to place their legs at a 15 degree angle or a parade rest military stance and raise their arms during the visual inspection.
- (ix) At no time during the visual inspection, shall employee(s) touch the youth.
- (x) The youth shall be allowed to dress immediately after the search.

(3) Refusal to submit to searches.

- (i) A youth's refusal to submit to a search may be grounds for disciplinary action in accordance with the facility behavior management plan.
- (ii) A youth shall not be allowed into the general population until a search is completed.

d. Searches of Visitors and Staff.

- (1) All visitors must comply with posted visiting guidelines and the Facility's Operational Procedures.
- (2) Visitation rules and procedures shall be available for visitors. Upon request, visitors shall be provided the DJS Search Policy and informed of grievance and appeal procedures.
- (3) Visitors shall be subject to a frisk or pat down or external search upon entering or leaving the facility.
- (4) All frisk searches of visitors shall be:
 - (i) Conducted with the written consent of the visitor. Visitors will be asked to sign a ***Visitor Search Consent Form (Appendix 1)***.
 - (ii) Conducted by an employee of the same gender as the visitor.
 - (iii) Conducted in a room or area to minimize embarrassment and to ensure maximum privacy to the visitor.
 - (iv) Conducted on a minor (person under 18 years of age) only with the written consent of the minor's parent or legal guardian.
 - (v) Halted immediately should the visitor, parent or legal guardian withdraw consent at any time during the search.
- (5) Should a visitor refuse to submit to a search or a parent or legal guardian refuses consent to the search of a minor, the individual will be denied entry into the facility and asked to leave State property. The visitor or minor may also be removed from the visitation list.
- (6) If a visitor is requested to submit to a search more than once and questions

the adequacy of reasonable suspicion, the visitor shall be informed of his/her option of appeal to the Facility Administrator for further review. The same procedure is applicable to the parent or legal guardian of a minor who has been asked to submit to a search.

- (7) A staff member may be subject to a frisk search, external search, or property search while on duty or on State property, or when reasonable suspicion is present to suspect pilferage or the concealment of contraband. Staff entering or leaving secure areas of a facility may be subject to frisk search without reasonable suspicion.
- (8) An *Incident Reporting Form (Appendix 2)* shall be completed any time a search of a staff member or visitor is conducted other than routine inspection of brief cases, bags, etc.
- (9) As a part of orientation, all facility staff, including volunteers, contractors, interns and full- and part-time employees, will be advised of the Department's policy regarding searches and contraband. All facility staff will sign an *Employee Search Consent Form (Appendix 3)* as a condition of employment.
- (10) All purses, briefcases and other containers will be routinely searched before entering the secure portion of the facility. Visitors will be required to leave such items locked in their vehicles unless the item is specifically authorized by the Facility Administrator or designee. Staff will bring only items necessary for job performance and necessary personal needs. Wireless technology may not be brought into the facility unless State issued or specifically authorized in writing by the Facility Administrator.
- (11) Staff members who have a need for a prescription medication must have the permission of the Facility Administrator to bring the medication into the facility. The staff member must ensure the security of the medication and immediately report loss or theft to the Facility Administrator or his designee. Only the amount of medication needed during the staff member's tour of duty will be brought into the facility.
- (12) Law enforcement officers or other authorized individuals who carry weapons will be required to lock them in their vehicles or unload them and place them in a locked, secure storage box or compartment provided by the facility before entering the secure portion of the facility.

e. Room Searches.

- (1) Room searches will be unannounced in order to detect and eliminate contraband.

- (2) There will be a complete search of each youths' assigned room prior to being occupied by the youth.
- (3) Room searches of all youths' rooms shall be conducted a minimum of once per week.
- (4) During room searches, youth shall be out of the room and the immediate area, and shall be supervised while their room is being searched.
- (5) Searches will be conducted by trained employees and documentation shall be maintained in the appropriate unit logbook of all rooms searched.
- (6) Employees shall pay particular attention to plumbing fixtures, ventilators, doors, window sills, beds and bedding, door and window frames, all cracks and crevices in and/or around walls, doors and windows.
- (7) Hollow furniture legs shall be a target of inspection.
- (8) All personal property, canteen items, books, magazines, newspapers, clothing, or any other item that might be used as a place of concealment, shall be carefully inspected.
- (9) While it is recognized the employee conducting the search may not be able to return every item to its original place following the search, the room shall be left in reasonable order and care shall be taken not to damage a youth's property or to leave the room in disarray.

f. Searches of General Areas.

- (1) Searches may be announced or unannounced. Searches shall be conducted by the Shift Commander or Shift Commander's designee.
- (2) General areas (e.g., school, cafeteria, sick call, dayroom) in the facility shall be searched a minimum of once daily.
- (3) General areas include storage rooms, supply rooms, plumbing accesses, walls, toilet areas, lighting fixtures, ventilation and drain fixtures within buildings.
- (4) All doors, particularly doors to youth rooms, and security grills shall be inspected at minimum once per shift to detect any tampering or defects.

g. Searches of Perimeter and Grounds.

- (1) Searches shall be conducted on a daily basis by trained employees.

- (2) The search shall consist of a visual inspection of the entire outer perimeter and grounds to ensure that there are no immediate breaches of security or visible contraband.
- (3) Employees shall search fences, fence lines, buildings and immediate grounds adjacent to the facility or program, as well as internal and external buildings and structures.

h. Search of Total Facility or Program.

- (1) Approval from the Facility Administrator or the Assistant Secretary for Residential Services is required prior to a total facility lock-down for the purpose of searches.
- (2) The Facility Administrator shall conduct a search of the total facility at least once every quarter and the search shall be random and unannounced to both employees and youth.

i. Notification and Documentation.

- (1) Confiscated contraband shall be documented in the appropriate log book or transportation form and a *Notification of Contraband Form (Appendix 4)* completed and forwarded to Command Control Center.
- (2) Shift Commanders, Shift Commanders' designees or immediate supervisors shall:
 - (i) Ensure employees document room, general area, perimeter and grounds, and total facility searches in the facility's Command Control Center and unit log books, where applicable.
 - (ii) Ensure youth and employees are aware of all items classified as contraband.
 - (iii) Immediately notify local law enforcement officials when illegal contraband is found and notify the immediate supervisor or Facility Administrator.
 - (iv) Follow the procedures for confiscated contraband:
 - (a) Package the item(s) securely.
 - (b) Document the information in the *Chain of Custody Form (Appendix 5)*.
 - (c) Document the discovery by completing an incident report.
 - (d) Label the contraband envelope with the following:
 - (1) Name of youth involved;
 - (2) Description of the contraband;
 - (3) Name of employee who found the contraband; and
 - (4) Date, time and place of discovery.

j. Storage of Contraband.

- (1) Each facility shall have a secure area for storing illegal contraband.
- (2) The Shift Commander shall store contraband in the secure area and keep the door to the secure area locked while waiting for law enforcement to arrive.
- (3) The Shift Commander or immediate supervisor is responsible for securing the key or combination for each secure area used to store contraband.
- (4) Contraband other than a firearm or items considered evidence for a pending investigation shall be stored for up to ten days. After the ten day limit, the Facility Administrator or designee may dispose of the contraband. Disposal shall be conducted by two employees and documented in the Command Control Center's log book.
- (5) In the event of legal proceedings, all confiscated contraband shall be surrendered to law enforcement. Contraband being held as evidence in an investigation shall not be given back to the individual.

k. Transfer of Custody of Contraband.

- (1) Each employee handling contraband shall sign the **Chain of Custody Form**.
- (2) When contraband is released to law enforcement officials, the Shift Commander shall sign and request that the law enforcement official sign the Command Control Center's log book and the **Chain of Custody Form** to verify receipt.
- (3) Shift Commanders or immediate supervisors shall issue and/or receive the **Chain of Custody Form** for all transactions involving contraband.

l. Falsification of Documents.

- (1) Reports and forms submitted by employees shall be clear, concise, factual and accurate.
- (2) Missing information can be added but should not be reproduced or dated to give the impression of having been previously documented.
- (3) Corrected and/or added documentation shall be initiated and dated for the time the correction or addition is made.

m. Training.

- (1) Safety and Security training shall be provided to all employees during Entry Level Training.
- (2) During Safety and Security training, employees will receive exposure to search procedures and participate in multiple types of searches, to include search of individuals and rooms.
- (3) Facility Adjunct Trainers shall schedule three sessions of Safety and Security refresher training annually for facility employees to attend as determined by management.

5. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded - **None.**
- b. Directives Referenced - **None.**

6. LOCAL IMPLEMENTATION PROCEDURES REQUIRED. **Yes.**

7. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 5

1. Visitor Search Consent Form
2. Incident Reporting Form
3. Employee Search Consent Form
4. Notification of Contraband Form
5. Chain of Custody Form



DEPARTMENT OF JUVENILE SERVICES

VISITOR SEARCH CONSENT FORM

As a visitor to the _____, a Department of Juvenile Services (DJS) facility, I have been informed, and I understand that I may not possess any weapons (or any objects that can be fabricated into weapons), knives, alcoholic beverages, drugs, sexually explicit or obscene material, or other expressly forbidden items while on DJS property. I further understand that I may not, and I hereby agree that I will not give any of the above items to any youth at the facility, nor any other contraband items, including but not limited to cigarettes or other tobacco products, matches, lighters or money. I further understand and agree that should I knowingly violate any of the above prohibitions that I may be barred from future visits to the facility.

I hereby consent to a search of my person and any minor child accompanying me, by means of a frisk or pat down or by a mechanical device. I understand and agree that if I refuse to submit to such searches, I will be refused admission to the facility. I understand that handbags, briefcases and packages are prohibited.

Visitor's Name (Please print)

Date

Visitor's Signature

Date

Witness Signature

Date



Maryland Department of Juvenile Services

INCIDENT REPORTING FORM

Incident Report #: _____

Together Reshaping Young Lives

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Donald W. DeVore
Secretary

A. Date, Time, and Location

Facility: _____ Location within Facility: _____

Date of Incident: _____

Time of Incident: _____

Staff Filing Report: _____

Date Reported: _____

Title: _____

Time Reported: _____

Staff Involved: _____

B. Type of Incident (Choose as many as apply)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> AWOL of Youth(s) | <input type="checkbox"/> Alleged Inappropriate conduct/comments by staff | <input type="checkbox"/> Alleged Inappropriate conduct/comments by youth | <input type="checkbox"/> Alleged Neglect (DJS custody/supervision) |
| <input type="checkbox"/> Alleged Neglect (Not in DJS custody/supervision) | <input type="checkbox"/> Alleged Physical Child Abuse (DJS custody/supervision) | <input type="checkbox"/> Alleged Physical Child Abuse (Not in DJS Custody/Supervision) | <input type="checkbox"/> Alleged Sexual Contact/Abuse (DJS custody/supervision) |
| <input type="checkbox"/> Alleged Sexual Contact/Abuse (Not in DJS Custody/Supervision) | <input type="checkbox"/> Alleged Sexual assault youth on youth (DJS custody/supervision) | <input type="checkbox"/> Alleged Sexual assault youth on youth (Not in DJS Custody/Supervision) | <input type="checkbox"/> Alleged Youth on Staff Physical Assault |
| <input type="checkbox"/> Alleged Youth on Staff Sexual Assault | <input type="checkbox"/> Arrest of youth(s) | <input type="checkbox"/> Attempted Escape from DJS Custody (off grounds) | <input type="checkbox"/> Attempted Escape from a facility designated by law as a place of confinement |
| <input type="checkbox"/> Attempted Escape from a staff secure facility | <input type="checkbox"/> Automobile Accident Involving DJS Vehicle/Staff | <input type="checkbox"/> Contraband | <input type="checkbox"/> Curfew Violation |
| <input type="checkbox"/> Death of a staff member | <input type="checkbox"/> Death of a staff member while on duty | <input type="checkbox"/> Death of a youth (DJS Custody) | <input type="checkbox"/> Death of a youth (DJS Supervision or Private Program) |
| <input type="checkbox"/> Destruction of property | <input type="checkbox"/> Escape from DJS Custody (off grounds) | <input type="checkbox"/> Escape from a facility designated by law as a place of confinement | <input type="checkbox"/> Escape from a staff secure facility |
| <input type="checkbox"/> Group disturbance resulting in bodily harm/property destruction | <input type="checkbox"/> Group disturbance resulting in no bodily harm/property destruction | <input type="checkbox"/> Law enforcement on grounds for incident, inquiry or allegation | <input type="checkbox"/> Locked door seclusion of a youth for more than eight hours |
| <input type="checkbox"/> Physical Restraint | <input type="checkbox"/> Physical assault youth on youth | <input type="checkbox"/> Physical plant problem | <input type="checkbox"/> Sick youth requiring emergency/hospital care |
| <input type="checkbox"/> Staff charged with criminal behavior, including DUI | <input type="checkbox"/> Suicide Ideation, Gesture, Attempt or Behavior. | <input type="checkbox"/> Youth requiring non-routine off grounds medical care (Sports or non incident related injury) | <input type="checkbox"/> Youth requiring on grounds medical care (Sports or non incident related injury) |
| <input type="checkbox"/> Other: _____ | | | |

Glossary of Terms

AWOL: Involves only group homes.

Alleged Physical or Sexual Abuse or Neglect (not in DJS custody or supervision): When a youth alleges that he or she was abused or neglected by a parent, guardian or other non DJS or group home staff

Alleged Physical or Sexual Abuse or Neglect (in DJS custody or supervision): When a DJS youth alleges that he or she was abused or neglected by another youth or staff person while in DJS custody or in a group home.

Escape from a facility designated by law enforcement as a place of confinement: This only includes Hickey, Cheltenham, BCJJC, WMCC, LESCC, Noyes, Waxter and DJS Youth Centers.

Attempted Escape from a facility designated by law enforcement as a place of confinement: This only includes Hickey, Cheltenham, BCJJC, WMCC, LESCC, Noyes, Waxter and DJS Youth Centers.

Escape from DJS Custody (off grounds): When a youth in DJS custody assigned to Hickey, Cheltenham, BCJJC, WMCC, LESCC, Noyes, the Youth Centers, Thomas O'Farrell, MYRC or Waxter is taken off grounds (for example, to a doctors appointment) and escapes from the transporting staff.

C. Youth Involved (Make as many copies of this page as required.)

Assist # (if applicable)	Name			
Role in Incident	<input type="checkbox"/> Youth Involved	<input type="checkbox"/> Youth Witness	<input type="checkbox"/> Other: _____	
Physical Restraint Used	<input type="checkbox"/> Cradle Seated	<input type="checkbox"/> Cradle Standing	<input type="checkbox"/> Cradle Wrap	<input type="checkbox"/> Multiple Team Restraint
	<input type="checkbox"/> None	<input type="checkbox"/> Passive Escort	<input type="checkbox"/> Passive Restraint	<input type="checkbox"/> Passive Restraint Seated
	<input type="checkbox"/> Pivot and Parry	<input type="checkbox"/> Shoulder Support	<input type="checkbox"/> Therapeutic Escort	<input type="checkbox"/> Therapeutic Restraint
	<input type="checkbox"/> Other: _____			
Injury Sustained?				
Duration of Physical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 16 - 30 Min.	<input type="checkbox"/> 31 - 45 Min.	<input type="checkbox"/> 46 - 60 Min.
	<input type="checkbox"/> > 60 Min. Explain!.	<input type="checkbox"/> N/A		
Mechanical Restraint Used	<input type="checkbox"/> Flex Cuffs	<input type="checkbox"/> Handcuffs	<input type="checkbox"/> Handcuffs and Leg Irons	<input type="checkbox"/> Legirons
Duration of Mechanical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 106 - 120 Min.	<input type="checkbox"/> 16 - 30 Min.	<input type="checkbox"/> 31 - 45 Min.
	<input type="checkbox"/> 46 - 60 Min.	<input type="checkbox"/> 60 - 75 Min.	<input type="checkbox"/> 76 - 90 Min.	<input type="checkbox"/> 91 - 105 Min.
	<input type="checkbox"/> > 2hr. Explain!.	<input type="checkbox"/> N/A		
Staff involved in restraint				
De-escalation Efforts Made				
Seclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Location: _____	
Gang Involvement	<input type="checkbox"/> 18th Street	<input type="checkbox"/> ABM	<input type="checkbox"/> Blood	<input type="checkbox"/> CBS
	<input type="checkbox"/> Crip	<input type="checkbox"/> Langley Park Crew	<input type="checkbox"/> MS 13	<input type="checkbox"/> Sur 13
	<input type="checkbox"/> Vatos Locos	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Unknown	
Contraband Found	<input type="checkbox"/> Drugs	<input type="checkbox"/> Weapon	<input type="checkbox"/> Other: _____	

Assist # (if applicable)	Name			
Role in Incident	<input type="checkbox"/> Youth Involved	<input type="checkbox"/> Youth Witness	<input type="checkbox"/> Other: _____	
Physical Restraint Used	<input type="checkbox"/> Cradle Seated	<input type="checkbox"/> Cradle Standing	<input type="checkbox"/> Cradle Wrap	<input type="checkbox"/> Multiple Team Restraint
	<input type="checkbox"/> None	<input type="checkbox"/> Passive Escort	<input type="checkbox"/> Passive Restraint	<input type="checkbox"/> Passive Restraint Seated
	<input type="checkbox"/> Pivot and Parry	<input type="checkbox"/> Shoulder Support	<input type="checkbox"/> Therapeutic Escort	<input type="checkbox"/> Therapeutic Restraint
	<input type="checkbox"/> Other: _____			
Injury Sustained?				
Duration of Physical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 16 - 30 Min.	<input type="checkbox"/> 31 - 45 Min.	<input type="checkbox"/> 46 - 60 Min.
	<input type="checkbox"/> > 60 Min. Explain!.	<input type="checkbox"/> N/A		
Mechanical Restraint Used	<input type="checkbox"/> Flex Cuffs	<input type="checkbox"/> Handcuffs	<input type="checkbox"/> Handcuffs and Leg Irons	<input type="checkbox"/> Legirons
Duration of Mechanical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 106 - 120 Min.	<input type="checkbox"/> 16 - 30 Min.	<input type="checkbox"/> 31 - 45 Min.
	<input type="checkbox"/> 46 - 60 Min.	<input type="checkbox"/> 60 - 75 Min.	<input type="checkbox"/> 76 - 90 Min.	<input type="checkbox"/> 91 - 105 Min.
	<input type="checkbox"/> > 2hr. Explain!.	<input type="checkbox"/> N/A		
Staff involved in restraint				
De-escalation Efforts Made				
Seclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Location: _____	
Gang Involvement	<input type="checkbox"/> 18th Street	<input type="checkbox"/> ABM	<input type="checkbox"/> Blood	<input type="checkbox"/> CBS
	<input type="checkbox"/> Crip	<input type="checkbox"/> Langley Park Crew	<input type="checkbox"/> MS 13	<input type="checkbox"/> Sur 13
	<input type="checkbox"/> Vatos Locos	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Unknown	
Contraband Found	<input type="checkbox"/> Drugs	<input type="checkbox"/> Weapon	<input type="checkbox"/> Other: _____	

D. The Details

(Describe the incident in detail. Use additional sheets if necessary.)

- 1 What happened just before the incident?

- 2 Who was there when the incident occurred? Number of youth present?
(Include youth, staff and others who were present whether they were
involved or not, and where they were posted.)

- 3 What happened during the incident? (Note length of restraint if applicable)
(Include what the youth did and how all staff who were present responded
e.g. crowd control, videotape, participate in de-escalation/restraint, what the
youth's reaction was, at what point did the youth comply, or not involved.)

- 4 What occurred after the incident? (Exact time of seclusion or details of other
result for youth, medical care needed for anyone and type of medical care,
etc.)

- 5 If applicable; What causes/reasons are there for suspected abuse/neglect?
(Note the youth's current location/status.)

D. The Details - continued

Was this a gang related incident?

- explain:

(Note that membership of a gang does **NOT** automatically imply that the incident is gang related!)

Was the incident videotaped?

☐ Yes

☐ No

If not , explain why not.

E. Notifications

	Name of person notified:	Date/Time Notified:	Notified by:
<input type="checkbox"/> Parent/Guardian	_____	_____	_____
<input type="checkbox"/> Assistant Secretary	_____	_____	_____
<input type="checkbox"/> Area Director	_____	_____	_____
<input type="checkbox"/> On Call Admin.	_____	_____	_____
<input type="checkbox"/> DJS Investigator	_____	_____	_____
<input type="checkbox"/> DJS Child Advocate	_____	_____	_____
<input type="checkbox"/> Director of Capital	_____	_____	_____
<input type="checkbox"/> Local DSS	_____	_____	_____
<input type="checkbox"/> Law Enforcement	_____	_____	_____
<input type="checkbox"/> Program Admin	_____	_____	_____
<input type="checkbox"/> Case Worker	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____

F. Authorizations

	Name:	Date/Time Authorized:	Notes:
<input type="checkbox"/> Seclusion Authorization	_____	_____	_____
<input type="checkbox"/> Physical Restraint Authorization	_____	_____	_____
<input type="checkbox"/> Mechanical Restraint Authorization	_____	_____	_____

G. Statements

Statements of **all** youth & **all** staff involved or witnessing the incident should be attached separately to this report. Attached? ☐ Yes ☐ No (If not, explain why not)

This incident report is true and accurate to the best of my knowledge.

Staff Member Completing Report

Date

H. SHIFT COMMANDER/SUPERVISOR COMMENTS

(Must include critique of staff's handling of incident including whether decisions/actions could have been improved or whether staff did an exceptionally good job. Comment here so that staff can learn from this incident):

Shift Commander/Supervisor

Date

CHECKLIST:

- | | |
|---|--|
| 1. Incident Report #: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 2. All sections filled out completely? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 3. Supervisor comments filled out? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 4. All youth/witness statements attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 5. Notifications made? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 6. Nurses Report of Injury attached? (+ Photos) | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 7. Signed & dated? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 8. Checked for spelling, grammar and adequate details? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 9. Given to _____ to input? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 10. Additional supporting documentation attached, if applicable?
(Copies of seclusion sheets, suicide watch forms, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 11. Incident Report submitted to Child Protective Services?
(If applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No Date: __/__/__ |

(Make as many copies of this page as required.)

Date: _____

[illegible]

Date:_____

EMPLOYEE SEARCH CONSENT FORM

It is the policy of the Maryland Department of Juvenile Services (DJS) to conduct searches at DJS facilities to ensure the safety and security of youth, employees, visitors and DJS property.

As an employee of DJS, I have been informed and understand that I may not possess any contraband, weapon (or any objects that can be fabricated into a weapon), alcoholic beverage, controlled dangerous substance or other expressly forbidden items while on State property, including DJS facilities. Possessing or conveying such items into a DJS facility may subject me to criminal penalties in accordance with State laws and disciplinary action in accordance with DJS Standards of Conduct and Disciplinary Process. Wireless technology shall not be brought into the facility unless State issued or specifically authorized by the Facility Administrator.

I understand that employees may be required to submit to searches or inspections of their persons, personal property or work areas for the aforementioned items. An employee may be subject to a frisk search, external search, or property search while on duty or on State property, or when reasonable suspicion is present to suspect pilferage or the concealment of contraband. Employees entering or leaving secure areas of a facility may be subject to a frisk search without reasonable suspicion. Vehicles entering and exiting facility grounds are also subject to searches.

I consent, for the safety and security of youth, employees, visitors and DJS property, to cooperate and submit to any searches required. I understand that if I refuse to submit to a search, I shall be subject to disciplinary action up to and including termination of employment.

Employee's Name *(please print)*

Employee's Signature

Date

cc: Personnel file
Employee

DEPARTMENT OF JUVENILE SERVICES
Residential Services

Notification of Contraband Form

Date: _____

Shift: _____

Employee conducting search: _____

Unit: _____

Area: _____

Youth Name: _____

Description of Contraband: _____

DJS Incident Report Number _____

Law enforcement notified ☐ Yes ☐ No

If yes, Law enforcement officer's name, badge number and citation number

Transferred to: _____

Date: _____

Signature of person accepting contraband

Transferred to: _____

Date: _____

Signature of person accepting contraband

**DEPARTMENT OF JUVENILE SERVICES
CHAIN OF CUSTODY FORM**

Division/Program: _____

Type of Evidence: _____

Surrendered By: _____
(Printed Name of Person) (Date)

(Signature)

Initially Surrendered To: _____
(Name)

(Title)

Time of Surrender: _____ Date of Surrender: _____

DJS Incident Report Number _____

Explain in detail what was transferred from custody to custody (be specific & detailed, ex: Gold Rolex Watch, Brown Rawhide Wallet monogrammed with initials H.Q., etc.)

Note: Attach any supporting documentation generated (Behavior Report, Investigative Report, Intake Form, Etc.)

Surrendered By:		Received By:	
_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
_____ (Title)	_____ (Time)	_____ (Title)	_____ (Time)

Surrendered By:		Received By:	
_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
_____ (Title)	_____ (Time)	_____ (Title)	_____ (Time)

Surrendered By:		Received By:	
_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
_____ (Title)	_____ (Time)	_____ (Title)	_____ (Time)



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

SUBJECT: Searches Policy
POLICY NUMBER: RF-06-07 (Residential Facilities)
EFFECTIVE DATE: September 27, 2007

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)